

913712/19/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **CRIME ANALYST**

DEFINITION

Under general supervision, to perform highly responsible and technical data reporting support work; to gather, organize, interpret, and categorize data; to develop and maintain specialized database systems; to develop a variety of routine and customized reports; to provide routine information system support for system software and hardware; to prepare documented standard operating procedures for reporting processes and duties assigned; and to do related work as required.

REPORTS TO: Supervising Crime Analyst

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervising Crime Analyst.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Design, develop, modify, and maintain customized databases for the tracking of statistical information.
- Coordinate and prioritize daily work assignments to department personnel providing support to the data entry operations.
- Collect information and statistical data related to area of assignment; organize and maintain manual and electronic files.
- Review, interpret, categorize, and enter information in database.
- Extract data and develop a variety of standard and customized reports, charts, graphs, and maps.
- Compile data and complete a variety of reports and surveys; distribute reports to various staff as required.
- Respond to a variety of requests for data; make oral presentations; conduct training for staff related to data maintenance and findings.
- Establish and maintain effective working relationships with internal and external contacts in the course of work.
- Operate a computer and related equipment.
- Follow departmental operating procedures.
- Testify in court, as required.

QUALIFICATIONS

Knowledge of:

- Principals and operations of computers and related equipment including local area network (LAN) and wide area network (WAN).
- Advanced techniques related to computer applications including databases, spreadsheets, word processing, geographical information system (GIS), and related software.
- Principals, practices, and methods of electronic data systems.
- Methods of collecting and evaluating statistical data.
- Effective methods to present statistical information in written, graphical, and oral formats.

Ability to:

- Operate all departmental computer equipment and troubleshoot system problems at a routine level.
- Conduct research and analysis from a variety of resources utilizing modern research methods.
- Extract data and develop a variety of customized reports, charts, graphs, and maps.
- Work both independently and as a team member.
- Maintain manual and automated information resource files and automated information system source files for storage and retrieval of data.
- Act as a lead employee in the absence of supervision and provide training and oversight of the data entry operations.
- Understand and follow oral and written instructions, flow charts, and documentation.
- Interpret and apply oral and/or written instructions.
- Interpret and categorize data.
- Work nights, weekends, and on-call, as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Administrative Degree (60 semester units or 90 quarter units) from an accredited college or university with major course work in law enforcement or criminal justice.

Experience: At least one year of experience in the use of software including word processing, spreadsheets, statistical analysis, and GIS Mapping.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENTS

Possession of an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

Possession of a Crime and Intelligence Analysis Certificate from an accredited college or university program sanctioned by the U.S. Department of Justice.

Possession of a Geographical Information System (GIS) certification is highly desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Crime Analyst

TO: Police Program Supervisor